

# Memphis State University

## *The Evening Division*

### *Schedule of Classes*

## **Summer Session, 1961**

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### **CALENDAR**

#### **First Term**

June 8, 6:00 p.m.	Registration
June 12	Classes meet as scheduled
June 14	Last day for adding first term courses
June 21	Last day for dropping first term courses
June 28	Last day for dropping two-term courses
July 4	Holiday. Independence Day
July 11	Last day for withdrawing for first-term
July 14	Examinations. First terms ends

#### **Second Term**

July 17, 6:00 p.m.	Registration
July 18	Classes meet as scheduled
July 20	Last day for adding second term courses
July 27	Last day for dropping second term courses
August 15	Last day for withdrawing for second-term
August 18	Examinations. Second term ends.
August 19, 10:00 a.m.	Commencement. University auditorium

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#### **Note:**

There will be a summer pre-registration for current students on May 22-23, 6:00 to 10:00 p.m. Eligible students may pick up registration materials, class cards, and pay fees.

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#### **REGISTRATION FEES:**

For residents of Tennessee: \$7.50 per semester hour, *OR* \$55.00 for the complete two-term session.

(NOTE: The student must indicate his choice of payment plan at the time of his initial summer session registration; he may not shift from one plan to the other after his initial registration. The \$55.00 fee entitles him to register for a maximum of 14 semester hours in two terms; **NO PART OF THIS FEE IS RETURNABLE\***; if he registers for less than the maximum number of hours, or if he attends for only one term, no part of the \$55.00 payment will be refunded. If he wishes to register for only one term or for less than 8 semester hours for two terms, it will, of course, be to his advantage to pay at the rate of \$7.50 per semester hour.)

\*Unless the student withdraws within the refundable period.

For non-residents of Tennessee: \$15.00 per semester hour, *OR* \$110.00 for the complete two-term session. (See NOTE above for details.)

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Students who were in residence during the Spring Semester of 1961 who advise the Registrar's office of their intentions to register for the Summer Session by filling in the statement below will have their registration material ready for them when they arrive on the campus. Otherwise they will be delayed while the IBM office prepares their registration materials.

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If you are a current student (Spring Semester, 1961) and plan to attend the Summer Session, please fill in the statement below and mail it to the Registrar's office.

Name	(Print)	Last	First	Middle
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Address	
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Check: I plan to attend First Term	I plan to attend Second Term
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## SCHEDULE OF CLASSES

### Full Summer

#### *Industrial Arts*

Title	Dept.	Course	Sec.	Time	Days	Room	Instructor
Engineering Drawing	I.A.	151	71	7:30	MWF	IA122	Staff
<i>History</i> The United States to 1865	Hist.	221	71	5:30	MW	120	Pool
The United States since 1865	Hist.	222	71	5:30	TTh	120	DeBerry

### FIRST TERM

#### *English*

English Fundamentals	Engl.	111	71	6:00	M-F	225	McLaurin
English Fundamentals	Engl.	112	71	7:30	M-F	228	Abbett
English Literature	Engl.	212	71	6:00	M-F	228	Abbett
Survey of American Literature	Engl.	301	71	7:30	M-F	225	McLaurin

#### *Mathematics*

Basic Mathematics	Math.	121	71	7:30	M-F	369	Wheat
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#### *Economics*

Principles of Economics I	Econ.	211	71	6:00	M-F	JN219	Steele
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#### *Geography*

Physical Geography	Geog.	111	71	7:30	M-F	JN119	Frye
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#### *Accountancy*

Fundamentals of Accounting I	Acct.	201	71	6:00	M-F	311	Curbo
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#### *Intermediate*

Accounting I	Acct.	311	71	7:30	M-F	311	Curbo
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#### *Management and Finance*

Business Law I	Mgmt.	301	71	7:30	M-F	315	Larrabee
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Business Law II	Mgmt.	302	71	6:00	M-F	315	Larrabee
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#### *Marketing*

Principles of Marketing	Mktg.	301	71	6:00	M-F	312	Staff
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Salesmanship	Mktg.	361	71	7:30	M-F	312	Staff
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#### *Secretarial Science and Office Management*

Advanced Shorthand I	SecS.	311	71	6:00	M-F	326	Treece
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Secretarial Office Machines	SecS.	371	71	7:30	M-F	326	Treece
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#### *Curriculum and Instruction*

Introduction to Education	Educ.	101	71	7:30	M-F	270	Price
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## SECOND TERM

<i>English</i>								
English Fundamentals	Engl.	112	81	6:00	M-F	225	Staff	3
English Literature	Engl.	212	81	7:30	M-F	225	Staff	3
<i>Psychology</i>								
General Psychology I	Psyc.	111	81	6:00	M-F	JN216	Dews	3
<i>Geography</i>								
Physical Geography	Geog.	112	81	7:30	M-F	JN106	Almy	3
<i>Accountancy</i>								
Fundamentals of Accounting II	Acct.	202	81	6:00	M-F	311	Curbo	3
Intermediate Accounting II	Acct.	312	81	7:30	M-F	311	Curbo	3
<i>Management and Finance</i>								
Business Law II	Mgmt.	302	81	7:30	M-F	315	Taylor	3
Corporation Finance	Mgmt.	441	81	6:00	M-F	315	Boyd	3
<i>Secretarial Science and Office Management</i>								
Elementary Typewriting SecS.	SecS.	121	81	6:00	M-F	316	Staff	3
<i>Curriculum and Instruction</i>								
Human Growth and Development	Educ.	102	81	7:30	M-F	270	Staff	3

## ADMISSION REQUIREMENTS

NEW APPLICANTS must clear admission requirements with the Registrar's Office by May 20, 1961 as follows:

1. Complete the application form provided by the Registrar's Office.
2. Submit a satisfactory transcript of credits.
  - a. BEGINNING FRESHMEN must request the high school principal to mail a transcript of credits to the Registrar's Office.
  - b. TRANSFER STUDENTS must request the registrar of each college attended to mail a transcription of college credits to the Registrar's Office.

NOTE: A transcript is not necessary for a student who plans to be at Memphis State for the *Summer Session only*. He may request the registrar of the last college attended to mail a statement of good standing to the Registrar's Office. (If a statement is sent, it should give the student's classification.)

3. Pass successfully a qualifying examination. Request a letter of instructions concerning the examination from the Registrar's Office.

FORMER STUDENTS not registered at Memphis State for the 1961 Spring Semester and/or who have attended another college since last attending Memphis State, must clear admission requirements with the Registrar's Office as follows:

1. Complete the application for readmission form provided by the Registrar's Office.
2. Request the registrar of each college attended, if any, to mail a transcript of college credits to the Registrar's Office.

AFTER having completed entrance requirements, an applicant will be notified of his admission status. If he is accepted, a card of admission will be issued by the Registrar's Office. This card should be presented at the time of registration.

## CHANGE OF COURSE AND WITHDRAWAL PROCEDURE

Applications for adding or dropping courses are made in the offices of the Directors.

### FIRST TERM

ADDING: No first term course may be added after June 14.

DROPPING: No first term course may be dropped after June 21.

### SECOND TERM

ADDING: No second term course may be added after July 20.

DROPPING: No second term course may be dropped after July 27.

WITHDRAWAL—A student may withdraw from the University by advising the Dean in person or in writing. Failure to give the Dean official notice of withdrawal will result in a grade of "F" in each course for which the student is registered. Students who withdraw after the drop period will have their courses recorded as WP (withdrawn passing), or WF (withdrawn failing).

PROBATION AS IT RELATES TO THE SUMMER SESSION: If a student is on scholastic probation and registers for one term of the Summer Session and passes 50% of the registered load with a 1.5 average, his record will be marked "off probation." If he passes less than 50% of his registered load and/or makes less than 1.5, his record will be marked "failed probation." Probationary status for the Summer Session will be determined by the quality ratio of the total registered load whether for one term or both terms.

VETERANS—After you have paid the Bursar, report to the Office of Veterans' Affairs and file your schedule with Mr. Leo Davis.

LATE REGISTRATION FEE—An extra fee of \$1.00 will be charged for each day after the first day classes are scheduled to meet.

WITHDRAWAL: Last day for withdrawal from first term—July 11  
Last day for withdrawal from second term—August 15